



SOUTHWEST RIDES PROFESSIONAL SWING AND VOLUNTEER DRIVER JOB DESCRIPTION

PART TIME, NON-EXEMPT, NO BENEFITS

Position Description: The Professional Driver is responsible for transporting riders who are both ambulatory and non-ambulatory, to and from appointments in company owned vehicles. Driver is responsible for timely arrival to all of these appointments. Drivers are provided with basic uniforms and laundry service for the uniforms. Drivers must be organized, efficient and professional at all times. This position will not exceed 25 hours per week. The driver will report directly to the Transportation Coordinator

Responsibilities:

- Driver will be working on an on-call basis. Driver should provide a schedule of times they are most available to the transportation coordinator to ensure a smooth dispatch schedule.
- Drivers may be required to work early mornings, evenings, nights and weekends based on the needs of the riders.
- Will be working independently and professionally with people who are ambulatory and non-ambulatory
- The driver is responsible for maintaining rider confidentiality and protecting rider medical information according to HIPPA standards
- Will be responsible for timely and accurate record keeping of rider and vehicle paperwork
- Will need to familiarize one's self with the Southwest Rides and SWCI structure and mission statement
- Will be responsible for the rider's safety while in the vehicle. Driver is responsible for following rules and regulations of the road at all times
- Will be responsible for maintaining ongoing communication with route dispatcher
- Will need to obtain Medicaid verification forms from qualified riders for each appointment
- The driver will be responsible for reviewing manifests the day prior to travel so that preparations with the vehicle can be made
- Will need to report to work in line with the daily manifest
- Will be expected to abide by company policies and procedures
- Will be responsible for making sure all uniforms are returned to the office for laundry pick up
- Will be expected to maintain a neat and clean appearance
- Will be responsible for operating wheelchair lift
- Will be responsible for helping riders load and unload personal effects

- Will be responsible for doing daily vehicle checks, cleaning vehicles as needed, restocking vehicles as needed, fueling as needed and communicating all maintenance needs to the Transportation Specialist.
- Drivers are not allowed to accept tips or gifts of any kind for any reason.

Qualifications:

- High school education or equivalent
- Class C Driver's License or equivalent
- Clean driving record
- A minimum of 1 years commercial driving experience
- Ability to safely operate a wide variety of vehicles
- Good communication skills
- Pass a federal and Colorado background check with a fingerprint screening
- Ability to pass pre-employment and random drug and alcohol screenings
- Must possess or be able to obtain a DOT physical card
- Desire to learn new things and adapt to change
- Ability to work well independently and as part of a team
- Have some familiarity with technology or a desire to learn new technology (tablets, phones, mapping and dispatching software etc.)
- Familiar with Microsoft Office Products
- Safety conscious, focused and observant
- Excellent time management and organizational skills
- Must be flexible in working schedule

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name: _____

Date: _____

Signature: _____

Job Requirements

Physical Requirements:

<i>Check if essential to perform the job:</i>
X Sit or Stand (stationary position)
X Walk (move or traverse)
X Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse)
X Stoop, kneel, crouch, or crawl (position self, move)
X Pushing or pulling
X Reaching
X Repetitive motion

Lifting Requirements:

<i>Check if essential to perform the job:</i>
<input type="checkbox"/> Sedentary Work —Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input type="checkbox"/> Light work —Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
X Medium Work —Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Heavy Work —Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/> Very Heavy Work —Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Equipment and Tools:

<i>Check if use is essential to perform the job:</i>
X Technology —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
X Company Vehicle —Use of staff vehicle and/or SWR vehicle
X Reliable Transportation —Use of reliable transportation
<input type="checkbox"/> Other (list) —

Print name: _____

Date: _____

Signature: _____